

REPORT
OF
THE COMMITTEE FOR CATEGORISATION
OF THE
GOVERNMENT OF INDIA PRESS WORKERS
1973



GOVERNMENT OF INDIA
MINISTRY OF WORKS AND HOUSING
NEW DELHI

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CHAPTER 1

I N T R O D U C T O R Y

1.1 The Government of India by their Resolutions No.0-17034/55/72-PI dated the 17th March 1973 and 25th April, 1973 and No.0-17034/55/72-PI/Ptg. dated the 31st May 1973, set up a committee known as "The Committee for Categorisation of the Government of India Press Workers, 1973". The composition of the Committee is as follows:

- (1) Shri R. Gopalaswamy,
Joint Secretary(Printing),
Ministry of Works and Housing. -- Chairman
- (2) Shri S. N. Banerji,
Deputy Secretary,
Ministry of Works and Housing. -- Member
- (3) Shri A. C. Das Gupta,
Joint Director (Printing),
Directorate of Printing. -- Member
- (4) Shri Mehar Singh,
Under Secretary,
Ministry of Finance(W&E) -- Member
- (5) Shri Siri Krishan,
Senior Analyst,
Directorate of Printing. -- Secretary.

1.2 The terms of reference of the Committee were as under:

- (i) to review the present classification of the posts of industrial workers in the Government of India Presses with reference to skill required to perform jobs;
- (ii) to recommend reclassification, wherever called for, by way of updating or with a view to removing anomalies, if any, in the existing classification as far as practicable by meticulous examination of the work content, technical appraisal of the tools, etc. used by operatives, tolerances specified, processes involved etc. so as to ensure proper placement of the workers into the new pay scales that may be prescribed on the recommendations of the Third-Pay Commission;

- (iii) to recommend any changes in the staffing pattern in various Branches and Sections in the Government of India Presses consequent on the reclassification/abolition/creation of categories of workers in the Government of India Presses.

By Resolution No.0-17034/55/72-PI dated 31st August 1973, the term of the Committee was extended to the 31st October 1973.

1.3 There are at present 15 Government of India Presses as listed below (in order of their age):

- 1) Government of India Press, KS Roy Road, Calcutta
- 2) Government of India Press, Simla
- 3) Government of India Press, Rashtrapati Bhavan, New Delhi
- 4) Government of India Press, Aligarh
- 5) Government of India Press, Minto Road, New Delhi
- 6) Government of India Press, Temple Street, Calcutta
- 7) Government of India Press, Nilokheri
- 8) Government of India Press, Nasik
- 9) Government of India Press, Faridabad
- 10) Government of India Press, Gangtok
- 11) Government of India Press, Santragachi
- 12) Government of India Press, Coimbatore
- 13) Government of India Press, Koratty
- 14) Government of India Press, Ring Road, New Delhi
- 15) Government of India Text Book Press, Chandigarh.

Two more Text Book Presses are being set up, one at Bhubaneswar and the other at Mysore.

1.4 Each Press has its own establishment of industrial workers. However, there are standard common categories of industrial posts. Tracing the history of the classification of the industrial workers of the Government of India Presses, the Committee for Categorisation of the Government of India Press Workers (1964) in its report stated:

"The first attempt in the Government of India Presses was made in 1963 under the Chairmanship of the then Secretary, Ministry of Works, Housing and Rehabilitation Shri Dharma Vira. Earlier in 1960, a Committee was set up for CPWD industrial staff in which officers from Ministry of Finance, MES, CWPC and DGP&T were the members. Shri Dharma Vira's Committee was confined to Ministry's and Departmental Officers alone. Government, therefore, felt that it would be proper to set up the Committee for Press Workers on the same lines as the CPWD industrial workers. As, however, no similar establishment existed

under Government on the same lines as the Government of India Presses, the Membership had to be confined to one Departmental Officer, an officer from the Ministry of Finance and an officer from the Ministry of Works and Housing".

1.5 That Committee classified the industrial posts excepting those in the Reading Branches of the Government of India Presses. Subsequently the Government appointed a Committee for Categorisation of posts in the Reading Branches of the Government of India Presses(1966). That Committee was also entrusted with the classification of some isolated posts.

1.6 At present there are 81 categories of industrial workers in the various presses, out of which 8 have not been formally categorised so far. The existing classification of the industrial posts in the Government of India Presses is based on the reports of the two Committees mentioned above. A list of these posts is appended (Appendix 'A').

1.7 To start with, this Committee in April 1973 invited the views of the recognised Unions and the Directorate of Printing in respect of matters covered by the terms of reference. In response thereto, memoranda were received from them and also from other Unions, Federations, groups and individual workers.

After perusal of the Memoranda, the Committee decided to visit a few of the Presses to acquaint themselves with the working of the Presses and the functions of the various categories of workers. Accordingly the Committee visited the Government of India Presses, KS Roy Road, Calcutta, Temple Street, Calcutta, Santragachi, Faridabad, Aligarh and Nasik, besides those at Minto Road and Ring Road, New Delhi.

The Committee received oral evidence from the representatives of Unions (recognised and others), Federations, individuals or groups of individuals and the Managers. The Committee gave full opportunity to all those who wanted to tender evidence.

In all, the Committee received 98 written memoranda, and oral evidence from 294 persons.

The Committee also received suggestions from the Directorate of Printing and had the benefit of free and frank discussions with the Director of Printing and his senior officers.

1.8 The Committees set up earlier in 1963 and 1966 for Categorisation of the Government of India Press Workers had wider terms of reference which included examination of the field of recruitment/promotion, service conditions, pay scales, etc. The terms of reference of the present Committee are restricted and do not give much scope for the Committee to make recommendations on all these matters, except to the extent that the recommendations of the Committee on classification might necessitate a change in the staffing pattern or removal of anomalies in the classification of workers. This aspect had to be repeatedly brought home to a number of witnesses who appeared before the Committee and inter alia pleaded for upward revision of the pay scales suggested by the Pay Commission and also pointed out the need for increasing promotional chances. The Committee took pains to explain to those witnesses the restricted nature of the terms of reference and the Committee is glad to say that these witnesses generally appreciated the position and confined themselves to matters coming within the scope of the Committee, as explained above.

1.9 The Government, vide Resolution No.11015(46)/72-EW4 dated the 23rd October 1973 entrusted the classification of the common categories of Blacksmith, Carpenter, Electrical Khalasi, Electrician, Welder and Wireman to the 'Committee for Categorisation of the Workcharged staff of the CPWD according to skills, 1973', to ensure uniformity in classification. Accordingly we have not classified these posts.

1.10 We have also looked into the necessity for reviving posts in the various branches, which had been in existence but which were abolished. Wherever we felt the necessity to recommend the revival of certain posts, we have suggested their classification into appropriate categories and the scales of pay of the post.



CHAPTER II

PRINCIPLES OF CLASSIFICATION

2.1 According to the terms of reference, the Categorisation Committee is required to review the present classification of the posts of industrial workers in the Presses with reference to skill required to perform jobs, and recommend reclassification, wherever called for. The existing classification is in terms of 'unskilled', 'semi-skilled', 'skilled', 'highly skilled' and 'supervisory' categories.

2.2 The National Federation of Government of India Press Workers who submitted a Memorandum and also tendered oral evidence before the Committee contended that --

"....the categorisation on the basis of unskilled semi-skilled, skilled and highly skilled, etc..... on the pattern of the workshop staff, is not proper.....the intricacies involved and the amount of responsibility attached is such as cannot be simply said in terms of skilled or highly skilled, etc."

On the other hand, the National Federation of India Government Printing and Stationery Department Employees suggested to the Third Central Pay Commission (hereinafter referred to as the Pay Commission) that the existing pay structure should be replaced by only five uniform grades, namely, unskilled, semi-skilled, skilled, highly skilled and supervisory (Chapter 40, para 33/Commission's Report Vol.II-Part II).

2.3 The Pay Commission have in their Report (Vol.1, Chapter 19, Para 5) referred to the criticism levelled by some of the Unions regarding the present classification of workshop staff into unskilled, semi-skilled, skilled and highly skilled. As stated by the Commission "similar demands were

considered by the two previous Pay Commissions also and after detailed consideration they came to the conclusion that the distinction between semi-skilled, skilled and highly skilled should be continued. No fresh grounds have been adduced and we are of the opinion that the existing classification does not appear to call for any basic revision". In respect of the posts in the Government of India Presses the Pay Commission have stated: "We feel that the appropriate course would be to classify.....the various jobs in the Presses broadly in accordance with the scheme we have suggested in Chapter 19 for the other workers in the workshops". (Chapter 40, Para 34/Commission's Report Vol.II-Part II).

2.4 It may be stated that the scheme suggested by the Pay Commission recognises differences in the levels of skill and allows of grading within a category in respect of skilled and highly skilled categories. "On an overall consideration of theoretical principles and practical needs", the Pay Commission have provided for a long scale and two short scales as segments of the long scale for skilled category and two scales in respect of highly skilled categories. (Chapter 19, Para 10/Commission's Report Vol.I). Thus there is a fairly wide range of categories to reflect the differentials in the degrees of skill. The Pay Commission have observed that "a maximum of six levels should be adequate to cover all reasonable requirements". (Recommendation No.160/Commission's Report Vol.IV).

2.5 In the light of the above recommendations of the Pay Commission, the Committee feels that the existing mode of classification of Industrial workers in the Government of

India Presses into Unskilled, Semi-skilled, Skilled, Highly Skilled and Supervisory categories is quite appropriate and does not require any change.

2.6 The Pay Commission have also recommended the creation of a new grade of Master Craftsman in view of development of "new trades and processes requiring higher skills and new equipment with high degree of precision and sophistication" calling for "a much higher level of operative skill and technical knowledge than before". That Commission envisage that the posts in this grade should be allowed only as personal to the incumbent who is adjudged to possess the requisite skill, that work norms and standards of precision and operative skill should be laid down for the grade and elevation to the grade should be subject to passing of trade test to ensure that the criteria laid down are satisfied. (Chapter 19, Paras 15 and 16/Commission's Report Vol.I).

2.7 We note that the Pay Commission have in respect of certain posts recommended specific scales of pay higher than those for highly skilled categories or even Master Craftsman, taking into account inter alia "the nuances and differentials which are said to be somewhat traditional". (Chapter 40, Para 34/Commission's Report Vol.II-Part II). We have classified the workers into unskilled, semi-skilled, skilled, highly skilled and supervisory categories, indicating the scale of pay applicable in respect of skilled and highly skilled categories for which more than one scale of pay has been recommended by the Pay Commission. Considering the criteria enunciated by the Pay

Commission for the grade of Master Craftsman and their recommendation for an inter-departmental Committee to work out further detailed criteria for allotment of this grade, no post has been classified in that category. However, the Pay Commission's recommendations take care of the posts in the highly skilled category which in their opinion call for special scales of pay higher than the two standard scales for that category.

2.8 We have for reasons explained, in some cases recommended scales of pay other than those recommended by the Pay Commission for particular posts including a long scale of Rs.330-560 for a few highly skilled categories. However these scales are out of the eighty standard scales proposed by the Pay Commission. We have noted the recommendation of the Pay Commission (Chapter 8, para 53/Commission's Report Vol.I) for introduction of selection grade in Class IV and Class III cadres and have recommended selection grade in suitable cases.

2.9 We have also recommended changes in the staffing pattern in various branches and sections consequent on the reclassification/abolition/creation of categories of press workers, wherever necessary.

2.10 A list of posts as classified by us is appended. (Appendix 'B').

CHAPTER III

COMPOSING BRANCH

3.1 The following posts including those that were abolished pertain to the Composing Branch:

1. Lino Operator
2. Mono Operator
3. Mono Caster Operator
4. Compositor Grade I
5. Compositor Grade II
6. Cylinder Proof Pressman
7. Galley Proof Pressman
8. Metal Melter
9. Barman (abolished)
10. Correction Checker (abolished)
11. Distributor (abolished)
12. Forme Carrier (abolished)
13. Impositor (abolished)
14. Standing Forme Keeper (abolished)
15. Type Store Keeper (abolished)

Lino and Mono Operators

3.2 These posts are at present classified as highly skilled. The Pay Commission have recommended for them the higher of the two scales of pay in the highly skilled category viz. Rs.380-560. Evidence has been tendered before us that the work of these operators is highly skilled and strenuous, that they handle complicated and costly machines, that the Lino Operators are exposed to lead poisoning, excessive heat and lead fumes, that the Mono Operators have to apply pressure and work in more than one language and that, therefore both the posts should be equated with Fotosetter Operator, Offset Machineman etc. Reference has also been made to the observation of the Pay Commission regarding Lino Operators having an edge over Mono Operators in certain private presses. (Chapter 40, Para 34/Commission's Report Vol.II-Part II). We have carefully considered all these claims and we find ourselves unable to accept the equation suggested or need for making any distinction between the two categories.

3.3 We agree that the classification of both the posts in the highly skilled category should stand. We, however, find that the scale of pay recommended for them (Rs.380-560) is a 15-year scale. There is 50% direct recruitment to these posts. A direct recruit will thus reach the maximum at the age of about 35 years. The chances of promotion being extremely limited, we recommend selection grade for 20% of the posts, in the scale of Rs.425-640.

3.4 According to the Handbook of the Government of India Presses, the scale of pay of the Lino/Mono Operator as fixed from time to time is subject to a minimum hourly outturn and there exists a bonus/reduction scheme related to this outturn. We understand that an increase in the rates is already under consideration. In our view the quantum of reduction from the pay for short outturn should also be suitably revised. We recommend a reduction of Rs.20/- and Rs.40/- respectively instead of Rs.7.50 and Rs.15.00 as exists at present.

Mono Caster Operator

3.5 The post is at present classified as skilled and the Pay Commission have recommended the lower segment of the long scale for the skilled category viz., Rs.260-350. There has been a vehement demand for treating this post as highly skilled in view of the nature of the work and exposure to excessive heat, danger of lead poisoning and occasional splashes of molten metal. We are unable to subscribe to this demand and are of the view that the existing classification should stand. There is 50% direct recruitment to the post. Hence we recommend the long scale for the skilled category for this post viz. Rs.260-400.

Compositor Gr.I and Gr.II

3.6 On the basis of the recommendation of the Categorisation Committee (1964), the category of Compositor was divided into two categories, namely, Compositor Grade I and Compositor Grade II and these two categories were classified as highly skilled and skilled categories respectively. That Committee had recommended upgradation of a percentage of posts as 'highly skilled' on grounds of higher skill required for certain type of work. In practice, however, it appears that a clear distinction has not generally been observed in respect of duties allotted to, or performed by the two categories. There was a demand that the two categories should be merged into one. There was also a demand that because of their being exposed to the hazards of lead poisoning, they should be classified as highly skilled.

3.7 We have examined these demands. We find that the division of Compositors into two categories is not practicable nor is it called for. We also find that the nature of work to be done is not such as to require a high degree of skill for the post to be categorised as 'highly skilled'. We feel that Compositors should be classified as skilled category. However, we consider that the scale of pay recommended by the Pay Commission for the skilled category is not adequate for the skill required of Compositors. The existing post of Compositors Gr.I is being filled by direct recruitment. As a result of our recommendation elsewhere (para 3.13), a very small portion of the merged category of Compositors may be filled by promotion. Even then the majority of these posts will continue to be filled

by direct recruitment. In the circumstances we would recommend a special scale of Rs.260-480 instead of the scale of Rs.260-400(for the skilled category).

Cylinder Proof Pressman

3.8 The post is at present in the skilled category and the Pay Commission have recommended the lower segment of the long scale of pay for this category (Rs.260-350). There is no direct recruitment to this post. We agree that the existing classification of the post as skilled should stand.

Galley Proof Pressman

3.9 The post should continue to be in the semi-skilled category.

Metal Melter

3.10 The post is at present classified as skilled and the Pay Commission have recommended the lower segment of the long scale of pay for the skilled category(Rs.260-350). It has been urged that the work of Metal Melter involved exposure to metal fumes and metal dust and that therefore the post should be classified as highly skilled. We, however, see no reason for a change.

Barman

3.11 The Categorisation Committee (1964) classified the post as semi-skilled and suggested that direct recruitment to this grade should be stopped or reduced considerably. In December 1967 it was decided that future recruitment to the posts of Barman should not be made.

It has been urged before us both by workers and the Management that the post should be continued. We agree that the post is necessary for the proper functioning of the

Lino operation and therefore recommend its continuance. We agree with the present classification of the post as semi-skilled. There should be one Barman for every 3 Lino machines in each shift.

Correction Checker

3.12 On the recommendation of the Categorisation Committee (1964), this post was abolished and instructions were issued that the duties performed by this category be entrusted to Section Holders. Subsequently the work of correction checking in respect of Compositors Grade II was entrusted to Compositors Grade I and that in respect of Compositors Grade I to Section Holders. Evidence has been tendered before us that these arrangements have not worked satisfactorily and that the Compositors and Section Holders could not attend to this work in addition to their normal duties and that practically there was no check on the output.

We consider the revival of the post of Correction Checker as essential. The appropriate designation, as given in the Handbook of the Government of India Presses (para 149) is 'Time Checker'. The post should be at par and interchangeable with the post of Section Holder and classified as supervisory. There should be one Checker for every 50 Compositors in each shift.

Distributor

3.13 The post was abolished on the recommendation of the Categorisation Committee (1964) and the work of distribution was entrusted to Compositors. It was urged that functional difficulties have cropped up because of abolition of the post.

'Distribution' is distinct from, but auxiliary to the function of composing and we recommend the revival of the post. We classify the post as skilled and recommend the lower segment of the scale of pay proposed by the Pay Commission for that category. (Rs. 260-350). We also recommend that a suitable percentage of the posts of Compositors should be reserved for promotion from this category.

Impositor

3.14 The post was abolished on the recommendation of the Categorisation Committee (1964) and the work of imposition of formes was entrusted to Compositors. A view was expressed that this post should also be revived. We, however, understand that the volume of work does not justify the creation of a category of this post separately. We, therefore, do not favour revival of the post.

Standing Forme Keeper

3.15 It has been urged before us that, with the abolition of the posts of Standing Forme Keeper and Assistant Standing Forme Keeper, the standing type matter and formes which are to be kept for reprinting at a later date are not being maintained properly. It has been suggested that the post of Standing Forme Keeper should be revived. We would recommend that an Assistant Section Holder (a post whose revival we are recommending in Chapter X) should be put in charge of the section.

Type Store Keeper

3.16 We do not favour revival of the post of Type Store Keeper. We consider that the supervision of Type Store Section should ordinarily be entrusted to an Assistant

Section Holder. We recommend that one Assistant Section Holder should be in charge of the Section with 16 Distributors. When the number of Distributors is larger, a Section Holder should be put in charge.

Span of supervision

3.17 We have examined the present span of supervision in the Composing Branch. At present, this span is one Section Holder to supervise the work of 16 Compositors. Evidence has been tendered by both the Management and the Unions that this supervision has been ineffective and it has not been possible for the Section Holders to maintain all the registers and other information to be compiled by them. It is also difficult to process any bulky job with only 16 Compositors in the Section. We recommend that each section in the Composing Branch should comprise about 30 Compositors to be supervised by one Section Holder and one Assistant Section Holder. We feel that this would contribute to better supervision and functioning of the Sections. As a consequence, the span of supervision for a Foreman in the Composing Branch should be reduced to 4 Sections instead of 8 Sections as at present.

Forme Carrier

3.18 We do not consider it necessary to revive this post.

CHAPTER IV
READING BRANCH

4.1 The Reading Branch has the following categories of posts:

| | |
|---------------------|--------------------------------|
| 1. Head Reader | Supervisory |
| 2. Reader-in-charge | Supervisory |
| 3. Editor, | Highly skilled (Photolitho Win |
| 4. Copy Editor | Highly skilled |
| 5. Senior Reader | Highly skilled |
| 6. Junior Reader | Highly skilled |
| 7. Reviser | Highly skilled |
| 8. Copy-holder | Skilled |

Copy-holder

4.2 The Handbook of the Government of India Presses (para 235) lays down -- "Each Reader is given a copy-holder whose duty is to read the 'copy' aloud to his reader. A copy-holder must be able to decipher bad or defective manuscript easily. It is against all rules for a reader to take the manuscript and give the proof to his copy-holder."

4.3 The post is at present in the skilled category and the Pay Commission have recommended the long scale of (Rs. 260-400) pay for the post. We see no reason for a change.

Reviser

4.4 The post is classified as highly skilled and the Pay Commission have recommended the lower of the two scales of pay for the highly skilled category, for this post. We see no reason for a change as the skill required is lower than that for a Reader and the post is filled up by promotion of Copy-holders only according to seniority.

Junior and Senior Readers

4.5 Evidence has been tendered before us that both the Junior and Senior Readers perform the same duties. Normally

the Junior Reader should do the first and second reading and the Senior Reader subsequent readings. However, it appears that it is not always possible to allot work on that basis. In case of urgent work the number of readings have also to be curtailed. Both the posts are at present classified as highly skilled and the Pay Commission have recommended the lower scale of pay for the highly skilled category viz., Rs.330-480 in respect of Junior Reader and a special scale of Rs.425-600 (which is higher than the two scales for the highly skilled category) for the Senior Reader. We feel that there is practically no distinction now being made in the allotment of work to the two grades and therefore there is no justification for continuing the two grades. The post is also to be filled up by promotion of Copy-holders and Revisers who pass the departmental examination. Hence we recommend that both the categories should be merged into one category of Readers to be given the long running scale of pay of Rs.330-560 with a selection grade for 20% of the posts in the scale of Rs.425-640.

Editor

4.6 The post is highly skilled and the Pay Commission have recommended a specific higher scale of pay for the post. We do not recommend any change.

Copy Editor

4.7 The post was created on the letterpress side on the recommendation of the Categorisation Committee(1966), for carrying out editorial functions. The post is highly skilled and the Pay Commission have recommended a specific higher scale of pay. We do not recommend any change.

Head Reader and Reader-in-charge

4.8 The posts are supervisory and the Pay Commission have recommended special higher scales of pay for both. We do not recommend any change.



CHAPTER V

MACHINE BRANCH (Letterpress)

5.1 The following posts exist in the Machine Branch (letterpress):

1. Machineman Grade I
2. Machineman Grade II
3. Machineman Grade III
4. Machine Inker/Press Inker
5. Rotaryman

5.2 The Categorisation Committee(1964) had recommended a skilled category of Machineman [Posts of Machineman(Platen), Machineman (Cylinder) and Machineman (Falcon) were merged] and a highly skilled category of Automatic Machineman (to be re-designated) with an extended pay-scale for those required to handle multi-coloured or quality work. Following this, the three grades of Machineman were created.

5.3 At present, in the running of machines, Machineman Gr. I is assisted by Machineman Gr.III and Machineman Gr.II is assisted by Machineman Gr.III or Machine Inker. Machineman Gr.III also operates a few small machines. Various suggestions have been made before us; for merging all the three grades, for merging Gr.I and Gr.II, and for merging Gr.II and Gr.III.

5.4 The post of Machine Inker/Press Inker/Rotaryman is at present classified as semi-skilled. It has been urged that the post should be merged with Machineman Gr.III and classified as skilled as the Machine Inker/Press Inker/Rotaryman also operates the machine occasionally.

5.5 We have carefully considered the claims and the relative skill of these categories. We feel that there is no justification for making any distinction between Machineman Gr.I

and Machineman Gr. II and that these two categories should be merged in one highly skilled category of Machineman with a long scale of pay of Rs. 330-560. We are not convinced that the categories of Machine Inker/Press Inker/Rotaryman and Machineman Gr. III should be merged or abolished. However, we feel that the post of Machineman Gr. III in the skilled category should be redesignated as Machine Assistant with the lower segment of the long scale of pay for the skilled category (Rs. 260-350). The posts of Machine Inker/Press Inker/Rotaryman may continue in the semi-skilled category and may be redesignated as Machine Attendant.

6 Consequent on our recommendation to merge the two categories of Machineman Grade I and Machineman Grade II, we feel that the staffing pattern for running letterpress sheet-fed printing machines of various sizes should undergo a change. As the Government of India Presses follow the standards laid down by the Indian Standards Institution in respect of sizes of paper used and the finished products, we recommend the following crew for letterpress printing machines capable of printing paper in the various sizes in RA0 series:

| <u>S.No.</u> | <u>Machines for paper sizes</u> | <u>Crew</u> | |
|--------------|--|-------------------|----|
| 1. | RA0 | Machineman | -1 |
| | | Machine Assistant | -1 |
| | | Machine Attendant | -1 |
| 2. | Less than RA0 and upto RA1 (including RA1) | Machineman | -1 |
| | | Machine Assistant | -1 |
| 3. | Less than RA1 and above RA3 | Machineman | -1 |
| | | Machine Attendant | -1 |
| 4. | RA3 and below | Machineman | -1 |

In regard to letterpress web-fed rotary machines, the crew recommended is as at present, viz., 1 Machineman,

1 Machine Assistant and one Machine Attendant.

5.7 The post of Outturn Checker in Machine Room and Bindery was abolished on the recommendation of Categorisation Committee (1964). We recommend that it should be revived. The Checker is required to check the time taken by operatives in performing various operations and may appropriately be designated as Time Checker. The post should be at par and interchangeable with the Section Holder. There should be one post for each shift in the Machine Branch.

Supervisory

5.8 We do not consider any change necessary in the present supervisory structure. We are, however, suggesting elsewhere (Chapter X) that the Section Holder in the Machine Branch should be given a scale of pay higher than that of Machineman.

Other matters

5.9 Some evidence was tendered before us that the Hand Press, Flatbed and Rotary machines should form separate sections, each upto the level of Foreman. We have considered the suggestion carefully and do not favour it. We feel that keeping in view the need for modernisation and the possibilities of future expansion, there should be facility for mobility amongst the workers operating the different types of machines and hence the present system should continue.

CHAPTER VI

BINDERY BRANCH

6.1 The existing categories in the Bindery are Binder Grade I and Grade II, Warehouseman and Gold Finisher.
Binder Grade I and Grade II

6.2 There are at present two grades of Binders -- Binder Grade I and Binder Grade II -- both in the skilled category and the Pay Commission have recommended for these posts the higher (Rs.320-400) and the lower (Rs.260-350) segments of the long scale of pay for that category. The post of Binder Grade I was created following the recommendation of the Categorisation Committee (1964) that a selection grade of Binders should be created for binding work of a higher order.

6.3 Evidence has been tendered that in practice there is no distinction in the nature of work attended to by the two grades of Binders. We observe that the process of binding that is largely obtaining in the Government of India Presses is one that requires skilled and semi-skilled workers. It has been suggested that all Binders should be in the same category and that they should be classified as highly skilled in view of the introduction of some sophisticated machines.

6.4 We feel that there is some force in the argument that there is no need to have two grades, but we are not convinced that the two grades should be merged and given a higher categorisation. We are of the view that the recommendation of the Categorisation Committee (1964) to create only a selection grade of binders in the skilled category was sound and even now does not require any change. In other words, we recommend that the two grades in the category of Binder

be abolished, that there should be only one category of Binder placed in the skilled category and given the lower segment of long scale of pay for that category (Rs.260-350) and that a selection grade for 20% of the Binders in the scale of Rs.320-400 be created for accommodating senior Binders. We have examined whether we should suggest the long scale of pay for this category of Binder, but are convinced that keeping in view the relative skill and the fact that 75% of these posts are to be filled in by promotion from Warehousemen, there is no justification for recommending the long scale.

Warehouseman

6.5 The post is at present semi-skilled. There is a vehement demand from this category for being classified as skilled on the ground that Warehousemen are performing almost all the duties of Binders. The category is in fact intended to assist the Binders. The Categorisation Committee (1964) also "could not agree that this category is expected to do skilled work". The Handbook of the Government of India Presses(Para 300) lays down that the Warehouseman "should be acquainted with the process of all kinds of warehouse binding and should be responsible for operation like knocking, counting, pasting, binding and bundling, numbering under the Bindery Foreman's instructions. The Warehouseman should be able to handle all simple machines used in the Bindery e.g. stitching, perforating eyeletting, punching, numbering machines, etc." In the Handbook of the Government of India Presses(5th Edition) Warehouse work is defined as follows:

"Warehouse work includes the receipt and issue of stationery and binding material; dampening paper; drying and pressing printed sheets; folding, stabbing, stitching, covering and cutting miscellaneous jobs and current work; and storing printed sheets until they are required for binding. Perforating, numbering, envelope-making and paper ruling are also included under this head."

6.6 From the above it is clear that the nature of work of the Warehouseman involves mainly routine and simple operations and hence has been appropriately classified as semi-skilled. The Pay Commission have recommended that Warehouseman should be given the scale of pay for the semi-skilled category. We agree that the post should continue to be classified as semi-skilled.

6.7 There is also a strong demand for change in the designation of this post. We recommend that the post may be appropriately designated Bindery Assistant.

Gold Finisher

6.8 The post is highly skilled and the Pay Commission have recommended the lower scale of pay for that category. We see no reason for any change.

Span of supervision

6.9 The existing span of supervision in the Bindery is one Section Holder for 60 Binders/Warehousemen in the presses engaged mainly on book work and 80 Binders/Warehousemen in Forms Presses/Wing. Evidence has been tendered before us that the unit of supervision for Section Holder is rather large. We agree with this view, but instead of reducing the size of the unit, recommend that each unit should, in addition to the Section Holder, have an Assistant Section Holder also to assist him.

6.10 Some evidence was tendered before the Committee for revival of the following posts:

Bindery Despatcher/Bindery Examiner

These 'semi-skilled' posts were abolished on the recommendation of the Categorisation Committee (1964). The Committee recommended that the work of Bindery Examiner should be entrusted to Binders.

Guillotine Operator

This 'skilled' post was abolished on the recommendation of the Categorisation Committee (1964). The Committee recommended that this work should be done by Binders.

Fly Boy

The Categorisation Committee(1964) recommended that two or three unskilled categories viz.; Fly boy, Mazdoor or Labourer should perform all normal manual work as against several unskilled posts. It was decided to have only one unskilled category of Labourer.

Paste Supplier

The Categorisation Committee(1964) recommended that the category of Paste Supplier in the unskilled grade should be upgraded to semi-skilled status. The recommendation was not accepted.

We do not favour revival of these posts. We have already (in Chapter V) recommended revival of the post of Outturn Checker in Machine Branch and Bindery. There should be one post for each shift in the Bindery.

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CHAPTER VII
MECHANICAL BRANCH

7.1 The Mechanical Branch has at present the following posts:

1. Assistant Mechanic (Lino)
2. Assistant Mechanic (Mono)
3. Assistant Mechanic (Mechanical)
4. Mechanic (Lino)
5. Mechanic (Mono)
6. Mechanic (Mechanical)
7. Head Mechanic (Lino)
8. Head Mechanic (Mono)
9. Head Mechanic (Mechanical)
10. Supervisor (Mechanical)
11. Roller Moulder
12. Stereotyper

Assistant Mechanic (Lino)/(Mono)/(Mechanical)

7.2 These posts are at present skilled and the Pay Commission have recommended the lower segment of the long scale of pay for the skilled category (Rs.260-350). Suggestions have been made to treat this as highly skilled category or to give the higher segment of the long scale for the skilled category. We understand that 50% of these posts are filled by promotion from Class IV industrial categories. Considering the nature of duties of this post, we are unable to recommend any change in the existing classification of the scale of pay recommended by the Pay Commission.

Mechanic (Lino)/(Mono)/(Mechanical)

7.3 These posts are highly skilled and the new scales of pay will be the ones recommended by the Pay Commission corresponding to the existing scales i.e. the higher scale recommended by the Pay Commission for the highly skilled category (Rs.380-560). We do not recommend any change in this.

Head Mechanic (Lino)/(Meno)/(Mechanical)

7.4 The posts are highly skilled and the Pay Commission have recommended a special scale of Rs.425-600. We agree with this. However, the posts should be classified as supervisory.

Supervisor (Mechanical)

7.5 The post is at present classified as skilled (supervisory) and the Pay Commission have recommended a special scale of Rs.425-640. We agree with this. However, the post should be classified as supervisory.

Roller Moulder

7.6 This is a semi-skilled post. Some Unions have suggested its being treated as skilled/highly skilled with the lower scale, as the job also involves exposure to heat and poisonous gas. We do not consider that any change in the classification is necessary.

Stereotyper

7.7 This post is skilled and the Pay Commission have recommended the lower segment of the pay -scale for the skilled category (Rs.260-350). There is a demand from this category for being treated as highly skilled, as the Stereotyper has to prepare stereotypes by carving on the lead plates and accuracy and conformity to specifications are essential. Some of the Stereotypers have to do electroplating and nickel facing. We do not consider a change in classification is necessary. However, we recommend the long scale of pay for the skilled category for this post (Rs.260-400).

Beltinman

7.8 There is a suggestion for revival of this post in the semi-skilled category. We are unable to accept the suggestion.



CHAPTER VIII

PHOTOLITHO WING

- 8.1 The Photolitho Wing has the following posts:
1. Artist Retoucher
 2. Assistant Artist Retoucher
 3. Assistant Machine Operator(Xerox)
 4. Attendant
 5. Cameraman
 6. Dark Room Assistant
 7. Feeder
 8. Graining Operator
 9. Mangle Operator
 10. Junior Artist
 11. Junior Artist(Calligraphy)
 12. Machine Operator(Xerox)
 13. Machine Operator Grade. I(Step and Repeat)
 14. Machine Operator(Fotosetter)Class I
 15. Machine Operator(Fotosetter) Class II
 16. Machine Operator(Photostat) Class II
 17. Offset Machineman Grade I
 18. Offset Machineman Grade II
 19. Prover
 20. Senior Artist
 21. Senior Artist-in-charge
 22. Technical Assistant(Varitype)/Varityper typist
 23. Trimmer
 24. Workshop Machineman.

Attendant

8.2 The post is at present classified as semi-skilled. Some evidence has been tendered before us for classification of the post as skilled. We do not agree. We recommend that the post should continue to be in the semi-skilled category.

Dark Room Assistant

8.3 The post is at present skilled and the Pay Commission have recommended the higher segment of the long scale for the skilled category (Rs.320-400). It has been suggested that the posts should be classified as highly skilled. We do not agree. We recommend that the existing classification should continue.

Feeder

8.4 The post is at present skilled and the Pay Commission have recommended the long scale of pay for the skilled category (Rs.260-400). Some Unions have suggested classification of the post as highly skilled. We do not accept this. The post corresponds to the post of Machine Assistant recommended by us for the letterpress side. We suggest that the post of Feeder should also be redesignated as Machine Assistant(Offset) and given the lower segment of the long scale for the skilled category (Rs.260-350), as for the Machine Assistant (on the letterpress side). We see no reason for any distinction between the two posts.

Graining Operator

8.5 The post is at present skilled and the Pay Commission have recommended the long scale of pay for the skilled category (Rs.260-400). It has been suggested that graining

involves high skill and that the posts should be classified as highly skilled. We do not agree. We recommend that the existing classification should stand.

Helio Operator

8.6 The post is highly skilled and the Pay Commission have recommended the higher scale of pay for the post (Rs.380-560). We see no reason for any change.

Machine Operator(Xerox)

8.7 The Pay Commission have recommended a special scale of Rs.425 - 600 for the post. The post should be classified as highly skilled.

Machine Operator Class II(Photostat)

8.8 The post is highly skilled and the Pay Commission have recommended a scale of Rs.425-600. It has been suggested that the Machine Operator is really a photographer and should be treated at par with Cameraman whose scale is Rs. 425-700. We see no reason for any change.

Machine Operator Class II(Fotosetter)

8.9 The post is at present highly skilled and the Pay Commission have recommended a scale of Rs.425-600. He ass'ts Machine Operator Class I and should appropriately be designated as Machine Assistant (Fotosetter). We feel that the post should be categorised only as skilled and given the higher segment of the long scale for that category (Rs.320-400).

Offset Machineman Grade I and Grade II

8.10 The posts are highly skilled and the Pay Commission have recommended the scale of Rs.425-700 for Grade I and Rs.425-600 for Grade II. We suggest no change.

Trimmer

8.11 The post is at present semi-skilled. It has been suggested that he should be classified as skilled. We are unable to accept this.

Workshop Machineman

8.12 The post is highly skilled and the Pay Commission have recommended the higher scale of pay for that category (Rs.380-560). We do not consider any change necessary. However, we recommend that the post be appropriately redesignated as Mechanic (Offset).

Assistant Machine Operator (Xerox)

8.13 The post is not classified at present. The Assistant Machine Operator is only an assistant to the Machine Operator(Xerox) who is now highly skilled. We, therefore, recommend that this post be classified as skilled and given the higher segment of the long scale for that category (Rs.320-400).

8.14 We do not recommend any change in respect of the following posts:-

| | | |
|-------------------------------|----------------|------------|
| 1. Artist Retoucher | Highly skilled | Rs.550-750 |
| 2. Assistant Artist Retoucher | -do- | Rs.455-700 |
| 3. Cameraman | -do- | Rs.425-700 |
| 4. Junior Artist | -do- | Rs.455-700 |

| | | |
|--|----------------|------------|
| 5. Junior Artist(Calligraphy) | Highly Skilled | Rs.455-700 |
| 6. Machine Operator Grade I (Stop and Repeat) | | Rs.425-700 |
| 7. Machine Operator Class I (Foto Setter) | | Rs.425-700 |
| 8. Prover | -do- | Rs.425-600 |
| 9. Senior Artist | -do- | Rs.550-750 |
| 10. Senior Artist-in-charge | -do- | Rs.700-900 |
| 11. Technical Assistant/Varityper typist (Varitype) | -do- | Rs.380-560 |

The posts at S.Nos. 6 and 7 have not been formally classified so far. We recommend that they should be placed in the highly skilled category.



CHAPTER IX

PROCESS SECTION

9.1 Some of the posts of the Process Section are common to the Photolitho and letterpress Wings and have been considered in Chapter VIII. In this Chapter we take up posts of Developer, Etchers Class I and Class II, Moulder and Finisher, Plate Mounter and Finisher, and Printer.

Developer

9.2 It has been suggested by the Directorate of Printing that the duties attached to the post are similar to those of the Dark Room Assistant (covered in Chapter VIII) and that the post may be merged with the latter. We agree with the suggestion of the Directorate and recommend accordingly.

Etcher Class I and Etcher Class II

9.3 The post of Etcher Class I is at present highly skilled and the Pay Commission have recommended the higher scale of pay for that category (Rs.380-560). The post of Etcher Class II is skilled and the Pay Commission have recommended the higher segment of the long scale of pay for that category (Rs.320-400). It has been suggested that Etchers Class I and Class II perform the same duties and that the categories should be merged and classified as highly skilled. We agree that the work of Etcher is of a highly skilled nature and recommend that there should be one category of Etcher in the highly skilled category with the long scale of Rs.330-560, with a selection grade of Rs.425-640 for 20% of the posts.

Moulder and Finisher

9.4 The post is at present skilled and the Pay Commission have recommended higher segment of the long scale of pay for that category (Rs.320-400). It has been stated that the work is intricate and hazardous and that the category should be treated as highly skilled. We accept the suggestion and recommend that the post should be classified as highly skilled and given the lower scale of Rs.330-480 for that category.

Plate Mounter and Finisher

9.5 The post is at present in the skilled category and the Pay Commission have recommended higher segment of the long scale of pay for that category (Rs.320-400). We see no reason for any change.

Printer

9.6 The post is at present skilled and the Pay Commission have recommended the higher segment of the long scale of pay for that category (Rs.320-400). The Directorate of Printing has suggested that the post may be merged with the post of Etcher Class II; this is an isolated cadre with only two posts (in the Government of India Press, Faridabad). We have already suggested a single category of Etchers. We recommend that the category of Printer may also be merged with that category.

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CHAPTER I
GENERAL CATEGORIES

10.1 We now take up the posts of Foreman, Section Holder Lorry Driver/Van Driver, Cleaner Driver, Driver for Auto Truck, Labour Supervisor and Labourer.

Foreman

10.2 The post is at present classified as highly skilled (supervisory). The post should in fact be classified as Supervisory. The Pay Commission have recommended a scale of Rs.425-640 for this post. Evidence has been tendered before the Committee that all supervisory posts should carry equal scales of pay and that the scale of pay of Foreman should not be lower than that recommended by the Pay Commission for the post of Head Reader. We have considered this carefully and since we are suggesting a higher scale of pay for the Section Holder, than the one recommended by the Pay Commission, we consider that Foreman should have a scale of Rs.455-700.

Section Holder

10.3 The post is at present highly skilled and the Pay Commission have recommended the higher scale of pay for that category (Rs.380-560). As this is also the pay scale recommended by the Pay Commission for Machineman Grade I, it is analogous that the Section Holder who supervises the work of Machineman Grade I should have the same scale of pay. Besides we are also recommending another supervisory post of Assistant Section Holder to assist the Section Holder in the

Composing Branch and Bindery. We accordingly recommend that the post of Section Holder should carry a scale of Rs.425-640 and should be categorised as supervisory.

Assistant Section Holder

10.4 We have already recommended that supervision in the Composing Branch and Bindery should be supplemented by revival of the category of Assistant Section Holder. On the recommendation of the Categorisation Committee (1964) it was decided to have only a two-tier supervisory structure - Foreman and Section Holder. Evidence has been tendered before us that a number of registers have to be maintained in the sections, which require considerable time with the result that Section Holder and Foreman are not able to effectively supervise the sections. We recommend that the post of Assistant Section Holder should be revived to assist the Section Holder and classified as supervisory. We also recommend a scale of Rs.280-530.

Lorry Driver/Van Driver

10.5 The posts are at present skilled and the Pay Commission have recommended the higher segment of the long scale of pay (Rs.320-400) for Drivers of heavy vehicles and the lower segment (Rs.260-350) for Drivers of light vehicles. Some Unions have suggested that the posts should be treated as highly skilled. We see no reason for any change in respect of the recommendation of the Pay Commission.

Cleaner Driver

10.6 The post is at present in the semi-skilled category and the scale recommended by the Pay Commission is Rs.200-250 (as modified by Government). It has been suggested by some Unions that the post should be categorised as skilled. We are unable to accept this.

Driver for Auto Truck

10.7 This post is at present semi-skilled and the Pay Commission have recommended scale of Rs.210-270 (as modified by Government). It has been suggested that the post should be treated as skilled. We are unable to accept this, but would recommend the scale of Rs.210-290 (as modified) for the post.

Labour Supervisor

10.8 The posts exists in the Santragachi Press in one of the scales for the semi-skilled category (Rs.95-110). It was created after the last categorisation of posts on the basis of the reports of the Categorisation Committees (1964 and 1966) and has not been categorised. We do not consider it necessary to classify the post in any of the categories; but would recommend the scale of Rs.210-290 (as modified by Government) for the semi-skilled category.

Labourer

10.9 The post is unskilled and carries the ^{Pay} scale Rs.196-232 under the Commission's recommendation as modified by Government. Some evidence has been tendered before the Committee that the post should be classified as semi-skilled

as all labourers have to carry forms by rotation and this job requires some training and experience. Another suggestion has been made that they should be treated as semi-skilled after 5 years' service. We are unable to accept these suggestions and see no reason for any change in the existing classification.



CHAPTER XI
CONCLUSION

11.1 We have come to the end of our labours. We are happy to record that we have received the utmost co-operation from all the service Unions/Federations and individuals and groups of individuals who voluntarily came forth to tender their oral evidence before us and shared with us fully and frankly their views on the various aspects that were to be considered by us. We had also the opportunity of free and frank discussions with the Managers of the Presses and the senior officers of the Directorate of Printing and the Director. But for their willing co-operation, we confess it would have been difficult for us to have appreciated this complicated matter in some depth and come to the conclusions that we have so far outlined. We sincerely thank them all for their assistance.

11.2 We were able to function in right earnest only from June, 1973 when the Chairman of the Committee was appointed by Government. We have been able to conclude our work expeditiously only because of the devoted and sincere work done by Shri Siri Krishan, Secretary of the Committee, who took pains to furnish the Committee with all basic data required by the Committee from time to time and who was able to offer concrete suggestions in tackling the intricate issues present before the Committee. We place on record our ~~sin~~ appreciation of his work.

11.3 We also thank the staff and officers who assisted the Secretary and the Committee in various ways.

(R. Gopalaswamy)
Chairman

(S.N. Banerji)
Member

(A.C. Das Gupta)
Member

(Mehar Singh)
Member

(Siri Krishan)
Secretary

New Delhi, October 31, 1973.



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SUMMARY OF RECOMMENDATIONS

PRINCIPLES OF CLASSIFICATION

1. The existing mode of classification of industrial workers into unskilled, semi-skilled, skilled, highly - skilled and supervisory categories does not require any change. (Para. 2.5)

COMPOSING BRANCH

2. The classification of Lino and Mono Operators as highly skilled should stand. There should be a selection grade for 20% of the posts in the scale of Rs.425-640 (Para.3.3)

3. The reduction from the pay of Lino and Mono Operators for short outturn, should be Rs.20 and Rs.40 instead of the existing rate of Rs.7.50 and Rs.15.00 respectively. (para. 3.4)

4. The classification of Mono Caster Operator as skilled should stand. The post should have the long scale of Rs.260-400 for the skilled category. (Para.3.5)

5. There should be one category of Compositor instead of the existing two grades. The post should be classified as skilled and given a special scale of Rs.260-480. (Para.3.7)

6. The classification of Cylinder Proof Pressman as skilled and Galley Proof Pressman as semi-skilled should stand. (Paras. 3.8 and 3.9)

7. The post of Metal Melter should continue to be classified as skilled. (Para 3.10)

8. The post of Barman should continue and should be semi-skilled. (Para 3.11)

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9. The post of Correction Checker should be revived, and designated 'Time Checker'. It should be at par and interchangeable with Section Holder and classified as supervisory. There should be one post for every 50 Compositors in each shift. (Para 3.12)
10. The post of Distributor should be revived. It should be in the skilled category, with the pay scale of Rs.260-350. (Para 3.13)
11. One Assistant Section Holder should be in charge of The store section with 16 Distributors. Where the number of Distributors is larger, a Section Holder should be put in charge. (Para 3.16)
12. The standing forme section should be under the charge of an Assistant Section Holder. (Para 3.15)
13. Each Section in the Composing Branch should comprise about 30 Compositors to be supervised by one Section Holder and one Assistant Section Holder. The span of supervision of Foreman should be reduced to 4 Sections instead of 8 Sections. (Para 3.17)

READING BRANCH

14. The post of Copyholder should continue to be in the skilled category, of Reviser, Editor and Copy Editor in the highly skilled category, and of Head Reader and Reader-in-charge in the supervisory category. (Paras 4.3, 4.4, 4.6, 4.7, and 4.8)
15. The posts of Junior Reader and Senior Reader should be merged into one highly skilled category of Reader to be given the scale of Rs.330-560. There should be a selection grade for 20% of the posts in the scale of Rs.425-640. (Para 4.5)

MACHINE BRANCH

16. The posts of Machineman Gr. I and Grade II should be merged into one highly skilled category of Machineman with a long scale of Rs.330-560. The post of Machineman Gr. III should continue in the skilled category and should be redesignated as Machine assistant. (Para 5.5)
17. The posts of Machine Inker/Press Inker/Rotaryman may be redesignated as Machine attendant. The post should be in the semi-skilled category (Para 5.5)
18. The crew for manning printing machines should be as suggested in para 5.6.
19. The post of Outturn Checker to be designated as Time Checker, should be revived. It should be at par and interchangeable with the Section Holder. There should be one post for each shift. (Para 5.7)
20. There should not be separate sections for Hand Press, Flatbed and Rotary machines. (Para 5.9)

BINDERY BRANCH

21. There should be only one category of Binders and the post should be placed in the skilled category with the scale of Rs.260-350. There should be a selection grade for 20% of the posts in the scale of Rs.320-400. (Para 6.4)
22. The post of Warehouseman should continue to be in the semi-skilled category and should be designated Bindery Assistant. (Paras. 6.6 and 6.7)
23. The post of Gold Finisher should continue to be in the highly skilled category. (Para 6.8)

24. The existing unit of supervision should be supplemented by an Assistant Section Holder to assist the Section Holder. (Para 6.9)

25. The post of Outturn Checker, to be designated as Time Checker, should be revived. It should be at par and interchangeable with the Section Holder. There should be one post for each shift. (Para 6.10)

MECHANICAL BRANCH

26. The posts of Assistant Mechanic (Lino)/(Mono)/(Mechanical) and Mechanic (Lino)/(Mono)/(Mechanical) should continue to be in the skilled and highly skilled categories respectively. (Paras. 7.2 and 7.3)

27. The posts of Head Mechanic (Lino)/(Mono)/(Mech.) and Supervisor (Mechanical) should be classified as supervisory. (Paras. 7.4 and 7.5)

28. The post of Roller Moulder should continue to be in the semi-skilled category. (Para. 7.6)

29. The post of Stereotyper should continue to be classified as skilled but should carry the scale of Rs.260-400. (Para 7.7)

PHOTOLITHO WING

30. The post of Feeder should be redesignated as Machine Assistant (Offset) and should carry scale of pay of Rs. 260-350. (Para 8.4)

31. The post of Machine Operator Class II (Fotosetter) should be designated as Machine Assistant (Fotosetter) and categorised as skilled with pay scale of Rs.320-400.

(Para 8.9)

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32. The post of Workshop Machineman should be redesignated as Mechanic (Offset) and should continue to be in the highly skilled category. (Para 8.12)

33. The post of Assistant Machine Operator (Xerox) should be classified as skilled with the pay scale of Rs.320-400. (Para 8.13).

34. The posts of Attendant and Trimmer should continue to be classified as semi-skilled and the posts of Dark Room Assistant and Graining Operator as skilled (Paras. 8.2, 8.3 8.5 and 8.11)

35. The posts of Helio Operator, Machine Operator (Xerox), Machine Operator Class II (Photostat), Offset Machineman Gr.1 and Grade II and other posts listed in para 8.14 should be classified as highly skilled (Paras. 8.6, 8.7, 8.8 and 8.10)

PROCESS SECTION

36. The post of Developer should be merged with the post of Dark Room Assistant. (Para 9.2).

37. There should be one category (instead of two at present) of Etcher in the highly skilled category with the long scale of Rs.330-560. There should be a selection grade of Rs.425-640 for 20% of the posts. (Para 9.3).

38. The post of Printer should be merged with the category of Etcher. (Para 9.6).

39. The post of Moulder and Finisher should be classified as highly skilled with the pay scale of Rs.330-480. (Para 9.4)

40. The post of Plate Mounter and Finisher should continue to be in the skilled category (Para 9.5).

GENERAL CATEGORIES

41. The post of Foreman should be classified as Supervisory and should carry a pay scale of Rs.455-700. (Para 10.2).
42. The post of Section Holder should be classified as supervisory and should carry a pay scale of Rs.425-640. (Para. 10.3).
43. The post of Assistant Section Holder should be revived and placed in the supervisory category, with a pay scale of Rs.380-530. (Para.10.4).
44. The post of Lorry Driver/Van Driver should continue to be in the skilled category and the posts of Cleaner Driver, and Driver for auto Truck in the semi-skilled category. (Paras. 10.5, 10.6 and 10.7).
45. The post of Labour Supervisor should carry a scale of Rs.210-290. (Para 10.8).
46. The post of Labourer should continue to be classified as unskilled. (Para. 10.9).

M. C. Nagar
Oct. 1973

APPENDIX A

(Vide Para. 1.6)

Industrial posts in Govt. of India Presses
(EXISTING)

| <u>Sl.No.</u> | <u>Name of post</u> | <u>Classification</u> |
|---------------|---------------------------------|-----------------------|
| 1. | Artist Retoucher | Highly skilled |
| 2. | Asstt. Artist Retoucher | " " |
| 3. | Asstt. Machine Operator (Xerox) | |
| 4. | Asstt. Mechanic (Lino) | Skilled |
| 5. | " " (Mono) | " |
| 6. | " " (Mech.) | " |
| 7. | Attendant | Semi- Skilled |
| 8. | Barman | " |
| 9. | Binder Grade I | Skilled |
| 10. | " " II | " |
| 11. | Blacksmith | " |
| 12. | Camerman | Highly -skilled |
| 13. | Carpenter | Skilled |
| 14. | Cleaner Driver सयमेव जयते | Semi-skilled |
| 15. | Compositor Grade I | Highly -skilled |
| 16. | " " II | Skilled |
| 17. | Copy Editor | Highly - skilled |
| 18. | Copy Holder | Skilled |
| 19. | Cylinder Proof Pressman | " |
| 20. | Dark Room Asstt. | " |
| 21. | Developer | " |
| 22. | Driver for Auto Truck | Semi- Skilled |
| 23. | Editor | Highly - skilled |
| 24. | Electrical Khalasi | |
| 25. | Electrician | Skilled |

| Sl. No. | Name of post | Classification |
|---------|--|-----------------------------------|
| 26. | Etcher Class I | Highly - skilled |
| 27. | Etcher Class II | Skilled |
| 28. | Feeder | Skilled |
| 29. | Foreman | Highly - skilled (Supervisory) |
| 30. | Galley Proof Pressman | Semi- Skilled |
| 31. | Gold Finisher | Highly - skilled |
| 32. | Graining Operator | Skilled |
| 33. | Head Mechanic (Lino) | Highly - skilled |
| 34. | do (Mono) | " " |
| 35. | do (Mech.) | " " |
| 36. | Head Reader | Supervisory |
| 37. | Helio Operator | Highly - skilled |
| 38. | Junior Artist | " " |
| 39. | Junior Artist (Calligraphy) | " " |
| 40. | Junior Reader | " " |
| 41. | Labourer | Unskilled |
| 42. | Labourer Supervisor | |
| 43. | Lino Operator | Highly - skilled |
| 44. | Lorry Driver/Van Driver | Skilled |
| 45. | Pressman Inker/Press Inker | Semi-skilled |
| 46. | Machineman Grade I | Highly - skilled |
| 47. | do Grade II | " " |
| 48. | do Grade III | Skilled |
| 49. | Machine Operator Class I (Foto Setter) | |
| 50. | Machine Operator Class II (Foto Setter) | |

| <u>Sl. No.</u> | <u>Name of post</u> | <u>Classification</u> |
|----------------|---|--------------------------|
| 51. | Machine Operator Class II (Photo Stat) | |
| 52. | Machine Operator (Xerox) | |
| 53. | Machine Operator Grade I (Step & Repeat) | |
| 54. | Mechanic (Lino) | Highly - skilled |
| 55. | " (Mono) | " " |
| 56. | " (Mech.) | " " |
| 57. | Metal Melter | Skilled |
| 58. | Mono Caster Operator | " |
| 59. | Mono Operator | Highly - skilled |
| 60. | Moulder & Finisher | Skilled |
| 61. | Offset Machineman Gr. I | Highly - skilled |
| 62. | " " Gr. II | " " |
| 63. | Plate Mounter & Finisher | Skilled |
| 64. | Printer | Skilled |
| 65. | Prover | Highly - skilled |
| 66. | Reader Incharge | Supervisory |
| 67. | Reviser | Highly - skilled |
| 68. | Roller Moulder | Semi-skilled |
| 69. | Rotaryman | ado- |
| 70. | Section Holder | Highly - skilled |
| 71. | Senior Artist | " " |
| 72. | Senior Artist (Incharge) | " " |
| 73. | Senior Reader | " " |
| 74. | Stereotyper | Skilled |
| 75. | Supervisor (Mech.) | Skilled (Supervisory) |

| <u>Sl.No.</u> | <u>Name of post</u> | <u>Classification</u> |
|---------------|---|-----------------------|
| 76. | Technical Asstt. (Veritype)/Verityper Typist | Highly - skilled |
| 77. | Trimmer | Semi-skilled |
| 78. | Warehouseman | -do- |
| 79. | Welder | Skilled |
| 80. | Wireman | -do- |
| 81. | Workshop Machineman | Highly - skilled |



APPENDIX 'B'

(wide Para 2.10)

Industrial posts in Govt. of India Presses

(As classified by the Categorisation Committee, 1973)

| Sl. No. | Name of post | Classification | Pay Scale Rs | Remarks |
|---------|-----------------------------------|----------------|-----------------|--|
| 1. | Artist Retoucher | Highly skilled | 550-750 * | |
| 2. | Assistant Artist Retoucher | Highly skilled | 455-700 * | |
| 3. | Assistant Machine Operator(Xerox) | Skilled | 320-400 | |
| 4. | Assistant Mechanic (Lino) | Skilled | 260-350 * | |
| 5. | (Mono) | | | |
| 6. | (Moch) | | | |
| 7. | Assistant Section Holder | Supervisory | 380-530 | Recommended revival of the post |
| 8. | Attendant | Semi-skilled | | |
| 9. | Barman | Semi-skilled | | Recommended continuance of the post |
| 10. | Binder | Skilled | 260-350 * | Recommended only one category of Binder with a selection grade for 20% posts in the scale of Rs. 320-400.* |
| 11. | Camerman | Highly Skilled | 425-700 * | |
| 12. | Cleaner Driver | Semi-skilled | 200-250 | (as modified by Government) |
| 13. | Compositor | Skilled | 260-480 | Recommended one category of Compositors. |

| | | | | |
|-----|-----------------------------|---|----------|--|
| 14. | Copy Editor | Highly skilled | 455-700* | |
| 15. | Copy-holder | Skilled | 260-400* | |
| 16. | Cylinder Proof Pressman | Skilled | 260-350* | |
| 17. | Dark Room Assistant | Skilled | 320-400* | |
| | Developer | Recommended merging of post with the post of Dark Room Assistant. | | |
| 18. | Distributor | Skilled | 260-350 | Recommended revival of the post |
| 19. | Driver for Auto Truck | Semi-skilled | 210-290 | (as modified by Government) |
| 20. | Editor | Highly skilled | 550-750* | |
| 21. | Etcher | Highly skilled | 330-560 | Recommended merging of Cl.I and Cl.II. Also recommended selection of Rs.425-640 for 20% posts. |
| 22. | Feeder | Skilled | 260-350 | Recommended redesignation as Machine Assistant (Offset) |
| 23. | Foreman | Supervisory | 455-700 | |
| 24. | Galley Proof Pressman | Semi-skilled | | |
| 25. | Gold Finisher | Highly skilled | 330-480* | |
| 26. | Graining Operator | Skilled | 260-400* | |
| 27. | Head Mechanic (Lino) | Supervisory | 425-600* | |
| 28. | (Mono) | | | |
| 29. | (Mech) | | | |
| 30. | Head Reader | Supervisory | 550-750* | |
| 31. | Helio Operator | Highly skilled | 380-560* | |
| 32. | Junior Artist | Highly skilled | 455-700* | |
| 33. | Junior Artist (Calligraphy) | Highly skilled | 455-700* | |
| 34. | Labourer | Unskilled | 196-232 | (as modified by Government) |
| 35. | Labour Supervisor | | 210-290 | |

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|--|----------------|--|---|
| 36. Lino Operator | Highly skilled | 380-560* | Recommended selection grade for 20% posts in the scale of Rs.425-640. |
| 37. Lorry Driver/Van Driver | Skilled | 320-400* (Heavy vehicles) 260-350* (for light vehicles) | |
| 38. Machine Inker/ Press Inker/Rotary- man | Semi-skilled | | Recommended redesignation as Machine Attendant. |
| 39. Machineman | Highly skilled | 330-560 | Recommended merging of Grade I and Grade II. |
| 40. Machineman Gr.III | Skilled | 260-350* | Recommended redesignation as Machine Assistant. |
| 41. Machine Operator Gr.I(Fotosetter) | Highly skilled | 425-700* | |
| 42. Machine Operator Cl.II(Fotosetter) | Skilled | 320-400 | Recommended redesignation as Machine Assistant (Fotosetter) |
| 43. Machine Operator Cl.II(PhotoStat) | Highly skilled | 425-600* | |
| 44. Machine Operator (Xerox) | Highly skilled | 425-600* | |
| 45. Machine Operator Gr.I(Step & Repeat) | Highly skilled | 425-700* | |
| 46. Mechanic(Lino) | Highly skilled | | |
| 47. (Mono) | | | |
| 48. (Mech) | | | |
| 49. Metal Melter | Skilled | 260-350* | |
| 50. Mono Caster Operator | Skilled | 260-400 | |
| 51. Mono Operator | Highly skilled | 380-560* | Recommended selection grade for 20% post in the scale of Rs.425-640. |
| 52. Moulder and Finisher | Highly skilled | 330-480 | |
| 53. Offset Machineman Grade I | Highly skilled | 425- | |

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|---|--|----------|---|
| 54. Offset Machineman Grade II | Highly skilled | 425-600* | |
| 55. Plate Mounter and Finisher | Skilled | 320-400* | |
| Printer | Recommended merging of the post with the post of Etcher. | | |
| 56. Prover | Highly skilled | 425-600* | |
| 57. Reader (Recommended merger of Junior and Senior Readers in one category) | Highly skilled | 330-560 | Recommended selection grade for 20% post of the scale of Rs.425-640. |
| 58. Reader-in-charge | Supervisory | 455-700* | |
| 59. Reviser | Highly-skilled | 330-480* | |
| 60. Roller Moulder | Semi-skilled | | |
| 61. Section Holder | Supervisory | 425-640 | |
| 62. Senior Artist | Supervisory | 550-750* | |
| 63. Senior Artist-in-charge | Supervisory | 700-900* | |
| 64. Supervisor(Mech) | Supervisory | 425-640* | |
| 65. Stereotypor | Skilled | 260-400 | |
| 66. Technical Assistant (Varitype)/Varietyper Typist | Highly skilled | 380-560* | |
| 67. Time Checker | Supervisory | 425-640 | Recommended revival of Correction Checker/Outturn Checker to be designated as Time Checker. |
| Trimmer | Semi-skilled | | |
| Warehousoman | Semi-skilled | 10-290 | Recommended redesignation as Bindery Assistant. |
| Workshop Machineman | Highly skilled | 380-560* | Recommended redesignation as Mechanic (Offset) |